

Information and Instructions for Solicitations

The information in this document is provided to assist you in preparing a quality offer in response to this all Solicitations.

Do not alter the solicitation or required attachments (CSP-1, Summary of Offer, etc.) in any manner. Any changes, deletions, or additions to the document, other than required fill-in information, may result in the rejection of the offer.

NOTE: All paper offers will be rejected as non-responsive. Paper copies of rejected offers will not be returned to the offeror. The section at the beginning of the Vendor Response Document providing instructions for submitting a paper offer should be disregarded; all Schedules are mandatory eOffer schedules.

Your offer must be submitted electronically via the e-Offer website (<http://eoffer.gsa.gov>).

By using the e-Offer system, submitting a signed hardcopy of the SF1449 is NOT necessary due to the digital certificate required to submit an e-Offer. Documents, including but not limited to Letter of Supply, Agent Authorization, and Subcontracting Plan requiring signature must be submitted on eOffer.

If you have a question regarding whether a document must have a signature of the digital certificate will suffice, contact the solicitation Point of Contact.

Offerors must obtain a Level 3 Digital Authentication Certificate in order to access the eOffer system. Your company may obtain 2 Digital Authentication Certifications free of charge per DUNs. For information and instructions, visit the eOffer website (<http://eoffer.gsa.gov>).

In order to fully evaluate your offer, all elements of the solicitation must be completed. You should pay close attention to the requirements noted below. Failure to provide any element of these requirements may result in rejection of your offer as substantially incomplete or insufficient to evaluate.

www.acquisition.gov – this site links you to all sites prospective Offerors might need (CCR, ORCA, e-SRS, FedBizOpps).

When submitting your e-offer:

1. Register your firm in the Central Contractor Registration (CCR) database (www.ccr.gov). **Your offer cannot be entered into our system if you do not have an active registration in CCR. Provide copy with offer.**
2. Complete the Online Representations and Certifications Application (ORCA). Offerors can access <http://orca.bpn.gov> to input their representations and certifications. ORCA must be updated as necessary, but not less than annually. **Offers will be rejected if the Online Representations and Certifications Application (ORCA) has not been completed or has expired.** It is not necessary to upload a copy – the system will auto generate a copy.
3. Obtain an Open Ratings report. You must provide the required Open Ratings report with the initial submission of your offer. You may go on line at www.ppereports.com to obtain your Open Ratings

report. **An offer submitted without a current Open Ratings report will be rejected as non-responsive.** An Open Ratings report is considered current for **1 (one) year** from the date of issuance. See the Past Performance Evaluation attachment to this solicitation for additional information.

4. Offerors must submit a copy of the certificate signifying that one of its current employees who is listed in the authorized negotiator section, has completed the “Pathway to Success” training within the past year. “Pathway to Success” training is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab “Vendor Training” to access this free, web-based training. The training session is less than two hours total and covers the major factors your organization should consider prior to submitting an offer to GSA. **NOTE: “Pathway to Success” training certifications will not be accepted from Consultants or Agents completing the training on behalf of their clients.**

When submitting your offer, the following requirements must be met:

1. Complete and submit all required and optional documents. The SF 1449 and the Vendor Response Document will be auto-generated based on information you enter into the eOffer system; it is not necessary to upload an additional copy of these. Note: Any documents that are specified in this Information and Instructions to Offerors document as required (such as the Pathways to Success certificate), but are not defined by a file label in the eOffer system should be uploaded using the file label ‘Other (optional-offeror defined)’.
2. Complete CSP-1 – Commercial Sales Practices, which is an attachment to the solicitation, in accordance with the instructions provided with the clause, **in its entirety**. **Additionally, you must provide a copy of the Commercial Pricelist in effect during the period for which you reported commercial sales on the CSP-1 form.** Failure to provide the completed CSP-1 may result in rejection of the offer as non-responsive.
3. Provide your **current Commercial Pricelist**. This is the pricelist you provide your commercial customers, and NOT a GSA price list or price proposal. This price list must reflect the company name and/or logo and must have an effective date. This price list should not have any reference to GSA other than to have the applicable Special Item Number (SIN) annotated by the offered items.

If special catalogs or price lists are printed for the purpose of this offer, such descriptive catalogs or price lists shall include a statement indicating the special catalog or price list represents a verbatim extract from the contractor’s commercial catalog and/or price list, and identify the descriptive catalog and/or price list from which the information has been extracted.

4. Provide discount information to include the basic and/or quantity/volume discount offered from your commercial pricing in accordance with Clause 552.212-70 Preparation of Offer located in the solicitation document. **See the Discount Proposal Spreadsheet attachment for required information.**
5. If you are not the manufacturer of the product(s) you are offering, an acceptable Letter of Commitment/Supply must be provided. See Clause I-FSS-644 – Dealers and Suppliers in the Basic Solicitation and the letter requirements. Failure to provide acceptable Letters of Commitment/Supply may result in rejection of the offer as non-responsive. **See Letter of Supply template for required language.**

6. Any products offered must comply with the Trade Agreements Act (TAA). It is the responsibility of the offeror to determine TAA compliance. When an item consists of components from various countries and the components are assembled in an additional country, the test to determine country of origin is “substantial transformation” (reference FAR 25.001(c)). Offerors can go to The Office of Regulations and Rulings within U.S. Customs and Border Protection, which is the Federal Agency responsible for making substantial transformation determinations. Their determinations or opinions are based upon tariff laws. The offeror may also request an opinion from a third party expert or make the determination himself. The internet address for the U.S. Customs and Border Protection is: <http://www.cbp.gov/>. Reference 19 CFR 177.23. Offerors should keep this in mind when completing the TAA certification section of the ORCA registration. When evaluating offers, the Contracting Officer will rely solely on the representations and certifications of the offeror and will not make substantial transformation determinations.
7. In accordance with FAR 4.102(e), you must provide an Agent Authorization Letter if you have authorized an Agent/Consultant to act on your behalf. **See the Agent Authorization Letter template attachment.**
8. If you are classified as other than small business (or are owned or affiliated with a large business), your offer will be valued in excess of \$650,000 for the basic contract period. Therefore, a Small Business Subcontracting Plan **MUST be submitted with your offer**. See the Small Business Subcontracting Plan attachment for a sample format for the plan. Failure to provide an acceptable Subcontracting Plan (if required) may result in rejection of the offer as non-responsive.
9. If you are offering services subject to the Service Contract Act or Professional Services under this solicitation, carefully review the Corporate and Project Experience attachment as well as any applicable schedule specific technical evaluation requirements and provide the information required therein. Offerors for all types of services under this solicitation are expected to have at least two (2) years of Corporate and Project Experience and Relevant Experience (may be greater than 2 years depending on the Special Item Number offered). Failure to provide evidence of the require Corporate Experience or Relevant Experience may result in rejection of your offer as non-responsive.
10. If you have had a previous Schedule contract cancelled or allowed to expire for low sales, you must submit a marketing plan detailing the steps you plan to take to generate sales through a new GSA schedule contract. A new offer for your company will not be considered until 12 months have lapsed from the effective date of the cancellation or expiration of the previous contract. Any offer submitted prior to the completion of the 12 month period will be rejected.

General Information:

1. Berry Amendment – Resultant contracts include all types of commercial items and services. Please be aware that due to the requirements of the Berry Amendment, Department of Defense (DOD) customers may not be able to place orders for items not in compliance with the Berry Amendment. **However, any item offered under a Schedule must comply with the Trade Agreements Act (TAA).**
2. Defense Base Act – Notice to Offerors – Please be advised orders issued by DOD may include the requirement for Defense Base Act insurance as addressed in the Federal Acquisition Regulation Part 28.305. This requirement shall be addressed in a separate open- market line item on the order and the invoice. Pricing for this additional requirement will be between the contractor and the DOD ordering agency.

3. If SCA Services are offered, the SCA Wage Determinations for the major metropolitan areas are available at the following website: <http://www.wdol.gov>. Scroll down to "Selecting SCA Wage Determinations." Enter the State and County name and then click continue. Click "No" to answer the next two questions, and then the Wage Determination will be displayed. Click "Printer Friendly Version" to print the Wage Determination. The information on the website is updated as DOL issues changes to Wage Determinations.
4. If you are offering products which require Hazardous Material Identification and Material Safety Data Sheets (see Clause 52.223-3 in the Basic Solicitation).
5. Pursuant to Clause 552.238-74, Industrial Funding Fee and Sales Reporting (July 2003), the IFF is a separate collection mechanism and any increase or decrease in the fee does not change the price/discount relationship established at the time of award pursuant to 552.238-75, Price Reductions (May 2004)(Alt I May 2003).
6. The IFF is a separate collection mechanism. The discounts and pricing you offer to the Government may not include the IFF. The IFF shall be added to the net GSA price. Discounted price divided by .9925 equals the final GSA Advantage price.
7. If allowable under a specific Schedule and contractors accept trade-ins, the products may be considered for award under any resultant contract. It will be the responsibility of the ordering agency to determine fair and reasonableness of price/off-set.
8. All successful offerors must accept payment by Government Credit Card for oral or written delivery orders equal to or less than the micro-purchase threshold in accordance with Prompt Payment Act (31 U.S.C. 3903) and the Office of Management and Budget (OMB) Circular A-125. As of the date of this solicitation refresh, the micro-purchase threshold is \$3,000.
9. Any resultant contract may be cancelled unless reported contract sales are at least \$25,000 for the first 24 month period after initial contract award and \$25,000 in sales for each 12-month period thereafter. See clause 552.238-73, Cancellation and I-FSS-639, Contract Sales Criteria.
10. Offerors are advised to review clause 52.212-1, Instructions to Offerors--Commercial Items.
11. An individual product (item) may be offered only under one SIN even though it may have multiple applications.
12. Visit the Ability One website at www.abilityone.com for a listing of AbilityOne directed source items. If items being offered are essentially the same, they must be excluded from the offer. Offerors under Schedule 51 V, see attachment titled Critical Information for Schedule 51 V for additional requirements.
13. Please be aware that a financial responsibility determination will be completed on your firm. Please ensure that your Dun and Bradstreet information is up to date. Financial documentation (Income Statement and Balance Sheet) from your firm's last 2 fiscal years must be submitted (if applicable).
14. See attachment entitled "Critical Information Specific to Schedule (X)". Thoroughly read the attachment for critical information pertaining to the Schedule. This document contains a summary of the critical information you will find throughout the Solicitation document and/or its attachments.

Submission of Multiple Award Schedule (MAS) Documents - Vendor Checklist

Company Name: _____

Check if completed	The following are to be completed and included:	Reference
<input type="checkbox"/>	Pathways to Success Certificate	See Above
<input type="checkbox"/>	Summary of Offer	See Attachment
<input type="checkbox"/>	Commercial Sales Practices Format (CSP-1)	See Attachment
<input type="checkbox"/>	Discount Proposal Spreadsheet	See Attachment
<input type="checkbox"/>	Open Ratings Past Performance Evaluation Report (PPER) (within 1 year)	See Attachment
<input type="checkbox"/>	Current Commercial Price list and/or Catalog(s)	See clause 552.212-70, Preparation of Offers
<input type="checkbox"/>	Letters of Supply (If offeror is a dealer)	See clause I-FSS-644 and exhibits with Letter of Supply Template
<input type="checkbox"/>	Subcontracting Plan (If offeror is an other than small business)	See clause 552.219-71 and attachment with Small Business Sub Contracting Plan
<input type="checkbox"/>	Copy of the Central Contractor Registration (CCR)	See clause 52.204-7 and http://www.ccr.gov
<input type="checkbox"/>	Registered with Online Representations and Certifications Application (ORCA)	See clause 52.212-3 and http://orca.bpn.gov
<input type="checkbox"/>	Financial Information	See Above
<input type="checkbox"/>	Technical Response (if applicable)	See Technical Requirements Attachment
<input type="checkbox"/>	Agent Authorization Letter (if applicable)	See Attachment

Failure to meet these requirements will result in an offer rejection as non-responsive.